

**OFFICE OF SCIENCE
STANDARD OPERATING PROCEDURES
FOR
PROPERTY MANAGEMENT**

The following practices and procedures, as set forth by the Office of Science (SC), are effective October 1, 2002.

Purpose: The purpose of this SOP is to provide guidance for the accountability of government property.

Administratively controlled personal property items are barcode tagged and entered into the official property management system by the ME Property Office staff. The tags contains the words "DEPARTMENT OF ENERGY HEADQUARTERS PROPERTY OF U. S. GOVERNMENT."

When personal property items are moved within an organization or moved between organizations, the program office submits a TP/TI (Property Transfer or Turn In) form (HQ F 1400.18) to the ME Property Office. This allows for tracking of the items.

When personal property items are no longer needed by an organization, the program office submits a TP/TI to the ME Property Office to turn the items in. Serial number of items must be on the TP/TI along with the description and condition.

Sensitive property items for DOE Headquarters are defined as "items that are susceptible to being appropriated for personal use or that can be readily converted to cash and have an acquisition cost as defined on the Sensitive Property List (see Attachment). In addition, all computers and portable computer equipment are accountable as sensitive property items. Sensitive property items are barcode tagged and tracked by the ME Property Office. Sensitive property items are also inventoried on a yearly basis. Current regulations require a 100% yearly inventory of sensitive equipment. The ME Property Office advises the Program Office when and how the inventory will be conducted.

Equipment items costing \$5,000 and more are to be barcode tagged, tracked, and inventoried by the ME Property Office as current regulations require. Current regulations require at least 10% random inventory reviews of this equipment be conducted on a yearly basis. The ME Property Office advises the Program Office when and how the inventory will be conducted.

Furniture items are barcoded by the ME Property Office with National Stock Numbers (NSNs). The NSNs are entered into the property system for inventory control at the warehouse by the ME Property Management staff. Furniture items are not inventoried in program offices.

The ME Property Office is responsible for the tagging of all equipment at Headquarters.

Program Offices are responsible for providing the ME Property Office with purchasing documentation for all equipment, regardless of cost.

In addition, The ME Property Office is responsible for determining whether the equipment has met the new criteria for tagging/barcoding. This purchasing information is used to assist in the excessing of government personal property to GSA.

Attachment

HQ Sensitive Property List

<u>Commodity</u>	<u>\$ Range</u>
Binoculars	\$ 0 - \$5,000
Cameras	\$ 0 - \$5,000
Camera Lens	\$ 0 - \$5,000
Cellular Telephones	\$ 0 - \$5,000
Computers	\$ 0 - \$5,000
Firearms	\$ 0 - \$5,000
Laboratory Equipment (Measurement & Test Equip - FSC 66 & 58)	\$ 0 - \$5,000
Microwave Ovens	\$ 0 - \$5,000
Night Vision Equipment	\$ 0 - \$5,000
Portable Computer Equipment (e.g. external disk drives, external CDRoms, hand-held scanners, Organizers)	\$ 0 - \$5,000
Power Tools	\$100 - \$5,000
Power Lawn Tools	\$100 - \$5,000
Radios (FSC 58)	\$100 - \$5,000
Safes	\$ 0 - \$5,000
Televisions	\$ 0 - \$5,000
Video Equipment	\$ 0 - \$5,000